

# MyBenefits

Online Enrollment System at  
[www.eip.sc.gov](http://www.eip.sc.gov)

## Let's Get Started

**Step 1.** Before you can register to use **MyBenefits**, you must first get your *Benefits Identification Number (BIN)*, a unique number that identifies you as one of our subscribers.

- Click on “Get my BIN” at the bottom right of the **MyBenefits** home page.
- Follow the instructions that follow to get your BIN.
- *Write down your BIN when it appears at the top of the **MyBenefits** home page.* You will need it to register and log in.

The screenshot shows the MyBenefits home page. At the top, there is a header with the MyBenefits logo and a link to 'User Survey'. Below the header, the main heading is 'MyBenefits - A Better Way to Manage your Benefits'. A red circle highlights the text 'Your BIN is 95990215' with a red arrow pointing to it. To the right of this text is the instruction 'Write down your BIN'. Below this, there is a section titled 'MyBenefits is the fastest, most convenient way for subscribers covered by the Employee Insurance Program to manage their benefits.' followed by three bullet points: 'Fast - View, change or update information online', 'Convenient - Get information from any computer, day or night', and 'Secure - Enjoy the peace of mind that comes with knowing your information is always secure'. At the bottom, there are two sections: 'First time user enroll now.' with a 'Register' button and 'Click here to register' link, and 'Already registered?' with fields for 'Enter Benefits Identification Number:', 'Enter the last four digits of your SSN:', and 'Enter your password:'. There are also links for 'Forgot/Reset password' and 'Get my BIN?'. A 'Sign In' button is at the bottom right.

**Step 2.** Once you have your BIN, click “Register” at the bottom left of the **MyBenefits** home page.

- Type the letters and/or numbers shown exactly as they appear in the box on the security screen.
- Enter your personal information and create a password. *The password must be eight characters long and include at least one number and one special character — ! : # \$ % \* [ ] { } @.*
- Choose and answer four security questions.
- **MyBenefits** will then create a registration confirmation page that includes all of this information. *Print a copy of this page for safekeeping.*

You are now registered. You can sign in anytime by entering your BIN, the last four digits of your Social Security Number and your password. If you ever forget your BIN or password, click the link and follow the prompts to retrieve it.

This screenshot is identical to the one above, showing the MyBenefits home page. A red circle highlights the 'Forgot/Reset password' link in the 'Already registered?' section, with a red arrow pointing to it. The rest of the page content is the same as the previous screenshot.

Employee Insurance Program  
South Carolina Budget and Control Board  
[www.eip.sc.gov](http://www.eip.sc.gov)

803-734-0678 (Greater Columbia area)  
888-260-9430 (toll-free outside the Columbia area)

